

EP

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to SRS Personnel Services. Supervisors and incumbents are responsible for the completion of this form.

CHECK ONE: ☐ NEW POSITION ☒ EXISTING POSITION

PART I-Position Information

1. Agency Name	Larned State Hospital	9. Position Number	K0216093	10. Budget Program Number
2. Employee Name	Sandra L. Gray	11. Present Class Title (if existing position) Social Work Supervisor		
3. Division	Social Services Department	12. Proposed Class Title:		
4. Section	Social Service Department	For Use By Personnel Office	13. Allocation	
5. Unit	SPTP Program		14 (a). Effective Date	14 (b). FLSA Code
6. Location (address where employee works)			15. By _____ Approved	
City	Larned		County	
7. (circle appropriate time)			16. Audit	
<div><div>Full Time</div><div>Perm.</div><div>Inter</div></div>		<div>Date: _____ By: _____</div> <div>Date: _____ By: _____</div>		
<div>Part Time</div> <div>Temp.</div> <div>%</div>		17. Position Reviews		
8. Regular hours of work: (circle appropriate time)		Date: 6/12		Date: _____
FROM: 8 a.m. AM/PM TO: 5 p.m. AM/PM		Date: _____		Date: _____

PART II-Organizational Information

18 (a). Briefly describe why this position exists. (What is the purpose, goal, or mission of the position)

The mission is to provide impatient mental health care and treatment to children, adolescent, and adult clients in the fifty-nine county catchment area: to provide inpatient evaluation, care and mental health treatment, and substance abuse services in a controlled, secure environment for clients from the Department of Corrections and all District Courts of Kansas: to improve mental health services to the public in collaboration with community based mental health providers by providing services that include mental health awareness, education and coordinated services, and; to provide quality support services to state agencies in the surrounding area. Participates in Natural Work Teams and/or Quality Action Teams by applying job knowledge to provide quality customer services.

18 (b). If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factor which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name	Terri Vierthaler, LMSW	(100%)	Title	Director of Social Services	Position Number	K0221531
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Who evaluates the work of an incumbent in this position?

Name	Same	Title	Same	Position Number	Same
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20. a)How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

Employee is expected to proceed with a degree of independence in relation to decision-making and action, management of time, organization of work, planning and implementation of services on cases. Reviews with supervisor those matters that are non-routine. Performance is regulated by Federal and State laws; SRS. MHRS, ADAS, and hospital policies, procedures, regulations and directives; and professional standards and ethics. Special assignments will be presented in regard to result(s) desired, employee expected to proceed requesting assistance as needed.

d) Which statements best describes the results of error in action or decision of this employee?

☐ Minimal property damage, minor injury, minor disruption of the flow of work.

☐ Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.

☐ Major program failure, major property loss, or serious injury of incapacitation.

☒ Loss of life, disruption of operations of a major agency.

1. Describe the work of this position using this page or one additional page only. (Use the following format for describing job duties:)

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (describe the result or outcome expected); ***How** is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time and Identify each function as essential or marginal by placing a E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform with or without reasonable accommodation. A marginal function is a peripheral, incidental or minimal part of the position.

No.	%	E or M	
50	%	E	<p>Individual and Group Therapy/Psychosocial Education</p> <ul style="list-style-type: none"> • Conducts individual and group therapy sessions for an assigned group of residents in order to fulfill treatment goals for each resident. • In collaboration with the treatment team, establishes treatment goals for residents in SPTP, in accordance with accepted clinical standards and practices in the field, LSH Policy and Procedures, and State/Federal Mandates. • Serves as a core member of the treatment team, attending treatment team meetings and case planning conferences, assessing treatment needs and resident progress. • Shares pertinent information ,vital to residential treatment with multi disciplinary treatment team members, vital to patient treatment, phase change, and discharge. • Interacts with patients to establish/maintain therapeutic relationships, making clinical observations and assessments, identifying treatment needs, and carry out interventions. • Prepares and facilitates psychosocial educational groups for the annual SPTP curriculum, as assigned by the Clinical Director. • Prepares lesson plans and resident handouts in a timely manner, according to program guidelines and as directed by the Clinical Program Director. • Seek to improve ability to lead such groups by obtaining feedback from the Clinical Director and other program staff.
20	%	E	<p>Treatment Team/Clinical Team Meetings</p> <ul style="list-style-type: none"> • Attends and actively participated in treatment team meetings. • Leads and/or attends resident review meetings. • Participates in natural work teams and quality action teams utilizing KQM principles • Attends and actively participates in clinical team meetings, collaborating with and obtaining feedback from other program staff.
10	%	E	<p>Documentation</p> <ul style="list-style-type: none"> • Completes documentation as outlined in the Documentation Systems Manual. • Documents Social Services/Treatment Course in Integrated Progress Notes, Data Action Response Progress Notes, MS-44 and/or MS-80, as indicated. • Ensures discharge planning; assists with completion of discharge planning on the CITP. • Assists in the completion and compilation of Bio/Psycho/Social Assessments (as needed), providing input into the Comprehensive Integrated Treatment Plan, to identify and implement treatment.
15	%	E	<p>Supervision</p> <ul style="list-style-type: none"> • Provides clinical supervision to Program Consultants. • Supervises the work of assigned employees, completing performance evaluation on supervisees within time frames and guidelines of the Employee Review System. • Takes appropriate action to correct or resolve problems that may arise from supervisee's performances. • Serves as a member of the Social Work Executive Committee. • Monitors timely completion of documentation for supervises, taking action as needed to meet time frames. • Adheres to Hospital Policies, Program Guidelines, and JCAHO standards and educates supervises of standards and policies as they pertain to their duties. • Orients new staff to the department and work areas, as needed. • Participates in Social Service Department meetings.
5	%	E	<p>Other</p> <ul style="list-style-type: none"> • Other duties as assigned by supervisors or LSH Governing Bodies. • Attends Hospital Management Team Meetings and SPTP All-Staff meetings. • Participates in specific Committee meetings, as assigned

*The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.

22. List the consequences of not performing the essential functions of this position as identified in Section 21.

Consequences of actions or decisions at this level are significant as the work may be rarely if ever reviewed, making errors difficult to detect. Errors may cause major program failure or a high degree of confusion. Injuries to others due to errors are serious or incapacitating or both and costs due to errors are substantial. Failure to make and carry out the essential functions of this position could result in jeopardizing the health and well-being of patients, and/or others involved, damage or destruction of state and/or private property, and place the agency in a legally liable situation. Failure to monitor and follow-up on documentation may result in failure to meet JCAHO standards.

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23. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.

- (X) Lead worker assigns, trains, schedules, oversees, or reviews work of others.
() Plans, staffs, evaluates, and directs work of employees of a work unit.
() Delegates authority to carry out work of a unit to subordinate supervisors or managers.

- b. List the class titles, and position numbers of all persons who are supervised directly by employee in this position.

Class Title	Position/SHaRP Number
Social Worker Specialist	K0212487
Social Worker Specialist	K0109674

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Daily contacts with clinical treatment staff, families, community officials, courts, law enforcement, probation/parole, etc., professionals of their resource persons, to plan, coordinate and manage treatment and care of patients, and separation of patients from hospitalization. The purpose of the contact is to influence, motivate, conduct interviews, make formal presentations or counsel to achieve common understanding or solutions to problems when the information is sensitive in nature or the individuals or groups are skeptical or uncooperative. Communication techniques and well developed communication skills become an important requirement at this level.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

The work environment involves moderate hazards, risks or discomforts. Exposure to minor deviations from pleasant environmental conditions is normal. Minor to serious injuries are possible. Hazards include working with volatile and unpredictable people who may be violent and/or assaultive.

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26. List machines or equipment which are currently used to complete the tasks or production standards for this position. Indicate the frequency with which they are npute Automobile, Fax, Television Conference Equipment, Telephone, Photocopy machine, VCR, Voice Mail, TVC. These machines and equipment are used daily.
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PART III-Education, Experience and Physical Requirements Information.

27. Minimum Qualifications as stated in the State of Kansas Class Specification.

License to practice social work in the State of Kansas at the time of hire and one year of experience as a social worker.

28. SPECIAL REQUIREMENTS

A. State any additional qualifications for this position that are necessary to perform the essential functions of the position. (License, registration or Certification).

- Some positions require an approved drug test unless the incumbent is moving from one safety-sensitive position to another safety-sensitive position within the same agency performing substantially similar duties.
- MANDT training

B. List any skill codes or selective certification required for this position. Selective certification must first be approved by the State Division of Personnel Services.

None

C. List preferred education or experience that may be used to screen applicants.

Master's Degree in Social Work and licensure as LSCSW (Licensed Specialist Clinical Social Worker)

29. Describe the physical characteristics of the job as they relate to essential functions (focus on results, not methods of obtaining results).

The work requires light physical exertion. The employee may be required to perform handling activities with lightweight or easily moved items (e.g. books, file folders, boxes of office supplies, small machine parts, etc.); perform moving activities for brief periods; perform repetitive motions for brief periods; confined to a work area.

30. Describe any methods, techniques or procedures that must be used to insure safety for equipment, employees, clients and others.

Position is required to adhere to the following policies and procedures: 1. Safety 2. Security 3. Hazardous Materials 4. Emergency Preparedness
5. Infection Control 6. Infectious Waste Disposal 7. All other applicable State and Federal Regulations 8. Administrative
9. Human Resource/Employee 10. Department Specific 11. HIPAA Compliance

PART IV-Signatures

Signature of Employee

Date

Signature of Personnel Officer

Date

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date